



DEPARTMENT OF THE NAVY

FLEET AND INDUSTRIAL SUPPLY CENTER
JACKSONVILLE, FLORIDA 32212-0097

IN REPLY REFER TO:

FISCJAXINST 4200.6B

CODE 200

26 JUL 2001

FISCJAXINST 4200.6B

**Subj: SHORE GOVERNMENTWIDE COMMERCIAL PURCHASE CARD (GCPC)
SERVICES PROGRAM**

Ref: (a) General Services Administration Contract
GS-23F-98006
(b) NAVSUPINST 4200.94

Encl: (1) Sample Monthly Cardholder's Statement
(2) Sample Monthly Billing Statement
(3) Sample Letter of Appointment for Agency Program
Coordinator (APC)
(4) Sample Letter of Appointment for Approving
Official
(5) Sample Letter of Delegation of Authority for
Cardholder
(6) Sample Purchase Card Material Request (One Touch
Financial) (OTF)
(7) Sample Purchase Card Order Log - Details (OTF)
(8) Sample Purchase Card Order Log - DBMS LOA
Summary (OTF)
(9) List of Prohibited and Special Attention Items
(10) Citibank Dispute Form

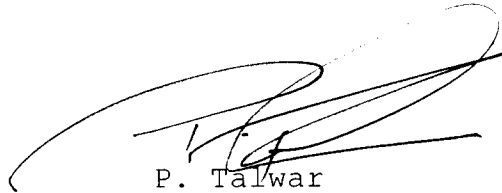
1. **Purpose.** To establish local operating procedures to provide guidance on the appropriate use of the GCPC by Fleet and Industrial Supply Center (FISC) Jacksonville personnel.

2. **Cancellation.** FISCJAXINST 4200.6A of 05 MAR 1999, Shore Governmentwide Commercial Purchase Card (GCPC) Services Program, is hereby superceded.

3. **Scope.** This instruction applies to all shore GCPC transactions at the Fleet and Industrial Supply Center Jacksonville.

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4. Action. Pursuant to references (a) and (b), this instruction implements subject program effective immediately.

A handwritten signature in black ink, appearing to be 'P. Talwar', is written over the printed name.

P. Talwar
By direction

Distribution:
FISCJAXINST 5605.1N
List D

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**FLEET AND INDUSTRIAL SUPPLY CENTER JACKSONVILLE
LOCAL INTERNAL OPERATING PROCEDURES FOR USE OF THE
GOVERNMENTWIDE PURCHASE CARD PROGRAM**

1. General

a. The Department of the Navy has issued a Task Order (#0003) under the GSA SMARTPAY Contract (#GS-23F-98006) to obtain purchase card services from Citibank. These internal operating procedures provide guidance on the appropriate use of the purchase card by FISC Jacksonville personnel.

The policy of FISC Jacksonville is to use the purchase card for all supplies and services at or below the micropurchase threshold (\$2,500) as either a procurement method (stand-alone) or a method of payment. Also the purchase card shall be used as a payment method for commercial off-the-shelf training utilizing the DD Form 1556 not to exceed \$25,000. All purchases must be accomplished in accordance with FAR Part 13, DFARS 213, NAPS 5213, NAVSUPINST 4200.94, the GSA contract and this internal operating procedure.

FISC Jacksonville purchase cardholders shall only use the purchase card for authorized purchases in accordance with this internal operating procedure.

b. Definitions

(1) Agency Program Coordinator (APC). The individual designated by the Commanding Officer or HA who shall have overall responsibility for the management, administration and day to day operations of the purchase card program at the activity.

(2) Approving Official (AO). The individual responsible for reviewing and verifying the monthly purchase card statements of the cardholders under his/her purview. The AO must verify that all purchases were necessary and for official government purposes in

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accordance with applicable directives. Unless otherwise specified the AO must also be the Certifying Officer for his/her cardholder(s) and in that capacity must certify the monthly billing statement and forward it to the appropriate office for payment.

(3) Billing Cycle. The billing cycle is the 30-day billing period cardholders may use their purchase card. For Department of the Navy the billing cycle ends on the 21st of the month.

(4) Billing Cycle Purchase Limit. The spending limit assigned each cardholder's cumulative purchases and transactions with a given billing cycle.

(5) Bulk funding. An advance reservation of funds where a commitment or obligation is recorded in the aggregate rather than by individual transactions.

(6) Cardholder. Any Government employee who is designated by the HA or designee to be issued a purchase card or purchase card account. The purchase card bears the name/account number of this individual.

(7) Commonly Used HAZMAT. For the purpose of this instruction, commonly used HAZMAT means hazardous materials or products that are customarily sold to the general public to be used for non-governmental purposes (commercial products) which are in the same size and packaging found commercially and subject to procedures found later in this instruction. Examples of those materials or products include those required on a routine basis to meet daily operational needs; such as, lubricants, batteries, toner cartridges, detergents, etc.

(8) Contracting Officer. Government employees who have the authority to bind the Government to the extent of their delegated purchasing authority. Purchase cardholders are provided that authority by their commanding officer or APC in writing by the issuance of a Letter of Delegation or SF 1402 Contracting Officer's Warrant.

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(9) Credit Limit. The maximum dollar threshold assigned at the AO/billing level limiting the amount an account can have outstanding at any one time. The bank automatically sets the amount at three times the corresponding billing account 30-day limit.

(10) Disputes. Instances where the transactions on the cardholder's statements do not agree with entries in the log or retained receipts. This may include circumstances where the cardholder did not make the transaction, the amount of the transaction is incorrect or the quality or service is an issue.

(11) Head of Contracting Agency (HCA). The official at one of the 23 DON components listed at DFARS 202.101 and NAPS 5202.101 (e.g. COMNAVSUPSYSCOM, COMNAVAIRSYSCOM, etc.) who has overall responsibility for managing contracting authority within their contracting chain of command. They are responsible for the delegation, redelegation and use of contracting authority including use of the purchase card by DON commands, DON activities and DON personnel under his/her contracting cognizance.

(12) Head of Activity (HA). For the purposes of this instruction, HA is the military officer in command or the civilian executive in charge of the mission of a DON command or activity that has been granted contracting authority by the cognizant HCA and has overall responsibility for managing the delegation and use of this authority by personnel under his/her command.

(13) Purchase Card. The purchase card is the credit-card-like purchase account established with the bank that enables properly authorized Government personnel to buy and pay for mission requirements.

(14) Purchase Card Log. A manual or automated log on which the cardholder documents individual transactions using the purchase card. Entries in the purchase card log should be supported by internal command documentation.

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The purchase card documentation should provide an audit trail supporting the decision to use the card and any required special approvals that were obtained.

(15) Merchant Category Code (MCC). A four-digit code assigned to a participating purchase card vendor based on their industry classification. APCs can limit cardholder transactions by type of merchant by blocking out certain categories of vendors for use by activity cardholders.

(16) Monthly Cardholder's Statement. The statement of charges forwarded to the cardholder at the end of the billing cycle detailing all of the charges during that period. A sample of the Monthly Cardholder's Statement is provided as Enclosure (1).

(17) Monthly Billing Statement. The monthly billing statement is the official invoice for payment purposes which is provided to the AO. The billing statement identifies all of the purchase card transactions of his/her cardholders during a billing cycle. A sample of the Monthly Billing Statement is provided as Enclosure (2).

(18) Services. For the purposes of this instruction, services are firm fixed priced (including unpriced orders with an established ceiling), non-personal, commercially available requirements in which we directly engage the time and effort of the contractor to perform a task. (e.g. repairs, maintenance, annual maintenance agreements, etc.).

(19) Single Purchase Limit. The dollar threshold assigned to each cardholder for a single purchase/payment action.

(20) Reconciliation. The process by which the cardholder and AO review their monthly statements, reconcile against available vendor receipts and purchase card log and authorizes payment of those charges provided on the monthly statement.

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(21) Transaction Type. The transaction type is the method by which an order is placed when using the purchase card. Purchase card buys may be made over-the-counter, over-the-phone or via the internet.

2. Designation of offices under Purchase Card Program Establishing Local Accounts

a. APC

(1) The APC serves as the liaison between FISC Jacksonville, Citibank, Naval Supply Systems Command and the GSA Contracting Officer. The APC manages and provides operating support and service in the oversight and operation of the Purchase Card Program related to procurement, contract administration, purchase card policies, practices and procedures, obligation of funds, accounting, bill paying, delinquencies, dispute functions, automation and interface with the banking and financial institution, DFAS/OPLOC centers and higher echelons.

Advises management of higher echelon on rules and policies to determine the impact on the Program at the local level. The APC shall have overall responsibility for the management, administration and day-to-day operation of the FISC Jacksonville purchase card program. Establishes cardholder and approving official accounts, sets monthly dollar spending thresholds, sets specific commodity lines (MCC) and makes modifications to the cardholders spending thresholds and MCCs as necessary.

The APC also serves as an alternate Certifying Official for Approving/Certifying officials within the command. The APC will certify the monthly billing statement in the absence of the AO. The FISC Jacksonville APC(s) will be appointed, in writing, by the HA. A sample Letter of Appointment for Agency Program Coordinator (APC) is provided as Enclosure (3).

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b. AO/Certifying Official

(1) A FISC Jacksonville government employee who reviews and verifies the monthly purchase card statements of the cardholders under his/her purview. The AO will also be the Certifying Officer for the monthly billing statement. The AO shall certify the monthly billing statement for payment and forward to the appropriate DFAS payment office. The AO also serves as liaison with the APC and higher echelon for any discrepancies with the monthly cardholder's statements. The AO shall be responsible for enforcing the provisions of these internal operating procedures and initiate administrative and disciplinary actions for misuse of the purchase card in accordance with these procedures. The AO will normally be the cardholder's immediate supervisor. The AO shall be appointed in writing by the HA or designee. Sample Letter of Appointment for Approving/Certifying Official is provided as Enclosure (4).

(2) Applying to be a FISC Jacksonville Approving/Certifying Official

A FISC Jacksonville employee applying to be an Approving/Certifying Official shall follow these steps:

Step 1. Contact the FISC Jacksonville APC, either in person or by e-mail, to apply for appointment as an Approving/Certifying Official.

Step 2. Complete the required training:

- Navy/Marine Purchase Card Tutorial, Assessment and Certification
- FISC Jacksonville's local internal operating procedures

This training information can be accessed through the FISC Jacksonville purchase card web site at <http://www.jax.fisc.navy.mil>. Click on the purchase card tab. Under Training, click on Purchase Card Interactive Tutorial and complete all sections. Next, click on New User Sign Up - Assessment and

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Certification. After completion, the training certificate shall be sent to the FISC Jacksonville APC for signature. A copy of the signed training certificate will be placed in the approving/certifying official's file and a copy sent to the approving/certifying official for his/her records. Next, to access the FISC Jacksonville's local internal operating procedures, under Instructions, click on FISCJAXINST 4200.6B-Shore GCPC Program and read the instruction. Notify the FISC Jacksonville APC of completion. The FISC Jacksonville APC will provide training on the reconciliation and certifying process of the cardholder(s) account(s) and monthly billing statement.

Step 3. Complete Citibank's Government Approving Official (Agency Account) Setup/Maintenance Form. This form can be accessed through the FISC Jacksonville purchase card web site given in Step 2. Click on Approving Official Set-up under CITIBANK Forms. To complete the form electronically, save on the hard drive. In section II complete all areas in red. Send completed form as an attachment in Lotus Notes (e-mail) to the FISC Jacksonville APC. The form can also be opened, printed and completed manually. Submit completed form to the FISC Jacksonville APC for submission to Citibank. The completed form can be faxed to the APC - commercial (904) 542-0927 or DSN 942-0927.

Step 4. Complete a DD Form 577, Signature Card and submit to the FISC Jacksonville APC. The completed DD Form 577 and a memorandum with certifying officer information will be submitted to the proper Defense Finance Accounting Service (DFAS) OPLOC. This will establish the AO as the Certifying official for the monthly billing statement. The Certifying Officer will be appointed by the HA or designee. The AO/Certifying Official will receive from the FISC Jacksonville APC, in writing, appointment as an Approving Official and Certifying Officer. The AO/Certifying official shall acknowledge receipt of this appointment by signing the acknowledgement section of the appointment letter and forwarding a copy back to the FISC Jacksonville APC for filing in the AO/Certifying official's file. Any changes to AO/Certifying official's appointment

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letter shall be made as a modification to the original letter of appointment. A copy will be provided to the AO/Certifying official and a copy placed in the AO/Certifying official's file.

Step 5. Comptroller must establish a One Touch Financial (OTF) account for the AO/Certifying official. The AO/Certifying official's supervisor or department head shall provide, in writing, to the Comptroller Department the full name (including middle initial), telephone number, code of the AO/Certifying official and supervisor's name and telephone number.

The Comptroller department will provide guidance on the operation of the OTF system.

c. Cardholder

(1) A FISC Jacksonville government employee authorized to use the purchase card to buy/pay for supplies or services. The cardholder is responsible for securing their purchase card ensuring any other person does not utilize their purchase card. The cardholder shall be responsible for reconciling their monthly statement of account with their purchase card log and signed receipts of materials or services completed. This reconciliation process shall be completed in OTF system. The cardholder is responsible for ensuring their purchase card files are in order and that all purchase card transactions are documented on the purchase card log. The cardholder is responsible for following any and all policies and procedures regarding the purchase card program. The cardholder will be appointed by the HA or designee. Sample Letter of Delegation of Authority for Cardholder is provided as Enclosure (5).

(2) Applying to be a FISC Jacksonville Cardholder

A FISC Jacksonville employee applying for the purchase card shall follow these steps:

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Step 1. The prospective cardholder's supervisor shall contact the FISC Jacksonville APC, in writing, either by memo or e-mail requesting a person within their division to be a cardholder. The supervisor shall include in the request the prospective cardholder's name, code, telephone number, e-mail address, the monthly limit amount and purpose of the purchase card.

Step 2. The FISC Jacksonville APC will contact the prospective cardholder to complete the Navy/Marine Purchase Card Tutorial and FISC Jacksonville's local internal operating procedures. This training information can be accessed through the FISC Jacksonville purchase card web site at <http://www.jax.fisc.navy.mil>. Click on the purchase card tab. Under Training, click on Purchase Card Interactive Tutorial and complete all sections. Next, click on New User Sign Up - Assessment and Certification. After completion, the training certificate shall be sent to the FISC Jacksonville APC for signature. A copy of the signed training certificate will be placed in the cardholder's file and a copy sent back to the cardholder for his/her records. Next, to access the FISC Jacksonville's local internal operating procedures, under Instructions, click on FISCJAXINST 4200.6B-Shore GCPC Program and read through this instruction. Notify the FISC Jacksonville APC of completion. The FISC Jacksonville APC will provide training on the internal operating procedures.

Step 3. Complete Citibank's "Navy Purchase Card Set-Up Form". This form can be accessed on the FISC Jacksonville purchase card web site given in Step 2. Under Citibank Forms, click on Cardholder Set-Up. To complete the form electronically, save on the hard drive. In Section II complete all areas in red. Send completed form as an attachment in Lotus Notes (e-mail) to the FISC Jacksonville APC. The form can also be opened, printed and completed manually. Submit completed form to the FISC Jacksonville APC for submission to Citibank. The completed form can be faxed to the APC - commercial (904) 542-0927 or DSN 942-0927.

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Step 4. The cardholder will be delegated authority, in writing, by the HA or designee. The cardholder will receive a Letter of Delegation of Authority from the FISC Jacksonville APC. This letter delegates micro-purchase authority or authority to use the purchase card as a method of payment under \$2,500. The Letter of Delegation of Authority specifies the following information; single purchase limit, billing cycle purchase limit, transaction type, and limits, if any, on use as a method of payment, merchant category codes (MCC) and the name of the cardholder's Approving/Certifying Official. The cardholder shall acknowledge receipt of this letter by signing the acknowledgement section of the letter and forwarding a copy back to the FISC Jacksonville APC for filing in the cardholder's file. Any changes to the cardholder's delegation of authority shall be made as a modification to the original Letter of Delegation of Authority. A copy will be provided to the cardholder and a copy placed in the cardholder's file.

Step 5. Comptroller must establish a One Touch Financial (OTF) account for the cardholder. The cardholder's supervisor shall provide, in writing, to the Comptroller Department the full name (including middle initial), telephone number, code of the cardholder, and supervisor's name and telephone number.

d. Designated Billing Office.

The designated billing office for FISC Jacksonville shore cardholders located at FISC Jacksonville mainsite and detachments at Naval Stations Mayport, Kings Bay, Pascagoula, Corpus Christi, Ingleside, SIMA(Ingleside), Kingsville, NADEP, Charleston Weapon Station and Guantanamo Bay, Cuba is Defense Finance and Accounting Service (DFAS) Columbus, Ohio. The mailing address for monthly billing statements is - DFAS Columbus, FVCOAC/CA, Attn Cheryl Filkins, PO Box 369016, Columbus, OH 43236-9016. If sending by Federal Express the street address is - DFAS Columbus, FVCOAC/CA, Attn Cheryl Filkins, 3990 East Broad Street, Building 21, Columbus, OH 43213-1152.

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3. Internal Processes

a. **Purchase Request Process Using One Touch Financial (OTF).** FISC Jacksonville cardholders shall process purchase card buys utilizing OTF. The following steps shall be followed to ensure commitment of funds prior to buying products or services and screening of mandatory sources of supply:

Step 1. FISC Jacksonville cardholder will create a purchase request in OTF and insert it into the workflow. The 1st reviewing official will be the cardholder's approving official, usually the cardholder's Supervisor. The 1st reviewer approves, rejects or makes changes to the request. If approved, the request goes to the Comptroller's Department for review and commitment of funds in OTF. If rejected, the purchase request will flow back to the originator's in-basket.

Step 2. If approved by Comptroller, the request will automatically show up in the cardholder's "PC Buyer Queue basket". This means that the request is approved for buying. FISC Jacksonville cardholders shall not buy anything without the prior approval of the 1st reviewer and the Comptroller in OTF. In the case of an emergency, the cardholder's 1st reviewer shall contact the Comptroller's Department for verbal approval prior to any purchase being made. In the case of OTF unavailability, requirements shall be submitted in writing (fax, e-mail, etc.) to the Comptroller via the 1st reviewer (and IT reviewer and Training reviewer, if applicable) for approval. **Remember, even if a document has been verbally approved, it must still be inputted into OTF as soon as possible.**

Step 3. Mandatory Screening Requirements. Prior to soliciting commercial vendors, FISC Jacksonville cardholders shall screen for availability from the two mandatory sources of supply. These two sources are Federal Prison Industries (FPI/UNICOR) and National Industries for the Blind/National Industries for the Severely Handicapped (NIB/NISH).

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A catalog of products available from FPI/UNICOR can be accessed from the UNICOR web site www.unicor.gov. If the item is available from FPI/UNICOR the cardholder must buy the item from FPI/UNICOR or request a waiver from them. Instructions for processing your waiver request can be found on the above web site under Waiver Requests.

FPI/UNICOR's exception to the waiver requirement is:

- DoD activities do not need a FPI clearance for orders of listed items totaling \$250 or less that require delivery within 10 days.

If a waiver is obtained, the FISC Jacksonville purchase cardholder shall file a copy of the waiver in their purchase card file. Many FPI/UNICOR products are also available from commercial sources such as SERVMART, Office Products, etc.

A catalog of products available from NIB/NISH can be accessed from the Javits-Wagner O'Day (JWOD) web site www.jwod.com. This web site has an on-line ordering system to place orders directly for NIB/NISH items.

In addition to the FPI/UNICOR and NIB/NISH web sites, commercial sources provide items manufactured by FPI/UNICOR and NIB/NISH.

The Resource Conservation and Recovery Act (42 U.S.C. 6962) and Executive Order 13101, entitled "Greening the Government Through Waste Prevention, Recycling and Federal Acquisition" require contracting officers and purchase cardholders to screen requirements and procure environmentally preferable supplies and services. The Environmental Protection Agency (EPA) has issued a guide to assist those personnel developing and procuring requirements. The guide, entitled "Guidance on the Acquisition of Environmentally Preferable Products" identifies EPA preferable items and can be accessed on the Internet at <http://www.epa.gov/cpg/>. The General Services Administration (GSA) also has a listing of products and

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services qualifying as "green" (environmentally friendly). The listing contains over 5000 items and is located at <http://pub.fss.gsa.gov/environ>. In addition to the EPA and GSA web sites, commercial sources have labeled their products with an icon identifying a listing of their green products.

FISC Jacksonville purchase cardholders shall screen these listings to ensure compliance to the statutory and regulatory requirements.

FISC Jacksonville purchase cardholders shall document the results of their screening in OTF on the purchase request in the document remarks section. Click on the "Standard Remarks" button and add the appropriate remark(s).

Information Technology (IT) products. The purchase of IT products requires an additional review. If the requirement is for IT products, i.e. software, computer hardware, laptops, maintenance, etc. the "IT Flag" must be checked on the purchase request when created in OTF.

The 1st reviewer will review, approve or reject these requirements as appropriate. The next review will be in the IT Department. This review and approval is to ensure that the item to be procured is in compliance with FISC Jacksonville's annual "Information Technology Infrastructure Abbreviated Acquisition Plan" (ITIAAP). If approved, the document will flow to the Comptroller to ensure commitment of funds. If rejected, it will flow back to the originator's in-basket. To document compliance with the ITIAAP, click on the "Standard Remarks" button and select the appropriate remark.

b. Solicitation and Award Procedures.

(1) Solicitation Procedures. FISC Jacksonville purchase cardholders are authorized to use the purchase card either over-the-counter, over-the-phone or via the internet. Quotations of price for requirements shall be

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obtained from contractors and documented in OTF by opening the document, Purchase Card Material Request, in the in-basket and making appropriate entries of description, price, quantity, source, etc. These entries will flow into the Purchase Card Order Log - Details. A sample of the "Purchase Card Order Log - Details" is provided as Enclosure (7).

FISC Jacksonville purchase cardholders shall ensure equitable distribution of business among qualified suppliers. If possible, avoid awarding to the last successful vendor, rotating the business to another qualified vendor. It is never permissible to intentionally divide purchases into parts just to get under the purchase cardholder limits; this is called "splitting requirements". FISC Jacksonville purchase cardholders shall review requirements and ensure all parts of that requirement are considered one purchase.

(2) Award Procedures. FISC Jacksonville purchase cardholders shall only award purchase card orders to responsible contractors who offer fair and reasonable prices. In addition, all purchase card awards shall be documented on the Purchase Card Order Log-Details in OTF by approving the document (Purchase Card Material Request) from the in-basket.

(3) As part of the award process, the cardholder shall confirm that the contractor agrees:

(a) Not to charge the purchase card account until all items are shipped.

(b) If possible, not backorder or deliver partial quantities.

(c) To deliver or have available for pick-up all items within a reasonable time.

(d) FISC Jacksonville purchase cardholders shall request the contractor to include the following information on the shipping package, shipping document or

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packing list:

- merchant's name and address
- annotation to forward the shipping document to the cardholder by name and code (but not to include the cardholder's account number on the shipping package, shipping document or packing list).
- date of order
- requisition number
- job order number
- date of delivery or shipment
- itemized list of supplies, including quantity

(e) Inform the contractor that the purchase is for official US Government purposes and therefore, is not subject to state or local sales tax. A copy of FISC Jacksonville's tax-exempt form is available on the FISC Jacksonville Purchase Card web site under FISC Forms.

(f) Inform the contractor that delivery shall be FOB destination.

c. Receipt and Acceptance Procedures. FISC Jacksonville purchase cardholders are responsible for verifying receipt of all transactions. FISC Jacksonville purchase card files shall contain copies of signed receipts for all goods and services received. To ensure **separation of functions**, FISC Jacksonville purchase cardholders can make the buy, pick-up or receive delivery of material. The purchase cardholder will ensure that the quantity and quality of the material or service furnished is in accordance with agreement with contractor, **but** another person **shall** sign for final receipt and inspection of material. A copy of the signed and dated receipt shall be filed in the purchase cardholder's file. Receipt and acceptance shall be documented in OTF using Toolbox functionality.

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If receipt documentation is not available, the cardholder shall contact the end user, central receiving department or other person or persons responsible for receipt to obtain verification that the supplies or services have been received. This verification shall be in writing. The purchase cardholder's file shall be documented to indicate that proper receipt and acceptance has been accomplished.

d. Missing Documentation. If for some reason the FISC Jacksonville purchase cardholder does not have documentation of the transaction to send to the AO/Certifying official for certification, the cardholder shall attach an explanation to their monthly cardholder statement. The statement should include-

- a description of the item purchased
- the date purchased
- the merchants name and address
- a statement as to why there is no supporting documentation

e. FISC Jacksonville Purchase Card Files.

(1) FISC Jacksonville purchase cardholders shall retain the following documentation in their purchase card file for each purchase card transaction. This documentation shall be used to verify the transactions on the monthly cardholder's statement and for the APC semi-annual review.

- a charge slip or cash register slip
- a signed and dated receipt
- FPI/UNICOR waivers, if any
- an OTF copy of the "Purchase Card Order Log - Details" by billing cycle
- monthly cardholder's statements, date stamped and signed by the cardholder and approving official
- copies of Dispute forms, if any
- an OTF copy of the "Purchase Card Material Request Form" to verify screening of mandatory sources.
- copy of purchase orders, if any

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Purchase card files shall have all the above documentation with the Monthly cardholder's statement by billing cycle. The billing cycle is from the 22nd of the month to the 21st of the next month. The cardholder shall maintain a separate file for each monthly cardholder statement with all of the above documentation.

(2) FISC Jacksonville Approving/Certifying Officials shall obtain the following documentation in their files. This documentation shall be used to verify compliance to the reconciliation process and internal operating procedures.

- Copies of Account Summary (monthly billing statement). Ensure it is datestamped upon receipt from bank.
- OTF print out of "Purchase Card Order Log" - DBMS LOA Summary. A sample of the "Purchase Card Order Log - DBMS LOA Summary" is provided as Enclosure (8).
- Copies of cardholder's monthly statement of accounts, signed by the cardholder and the AO/Certifying official.
- Copies of certification statements sent to DFAS.

The AO/certifying official shall maintain a separate file for each monthly billing statement with all of the above documentation attached.

f. Retention of Purchase Card Files and Financial Statements.

(1) **FISC Jacksonville purchase cardholders** shall retain purchase card files for a minimum of 3 years. If a FISC Jacksonville purchase cardholder is leaving the command, the purchase card files shall be turned over to their AO/Certifying official for retention.

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(2) **FISC Jacksonville AO/Certifying officials** shall retain all monthly billing statements, purchase cardholder information, etc. for a minimum of 6 years and 3 months. If a FISC Jacksonville AO/Certifying official is leaving the command, the AO/Certifying official shall turn over their files to the FISC Jacksonville APC.

g. Purchases requiring a purchase order. If FISC Jacksonville requires a purchase order due to written terms and conditions at or below \$2,500, the requirement shall be forwarded to the FISCJAX Contracting Department for issuance of a purchase order. The Purchase Card Material Request will be generated in OTF. A copy of the request will be printed and a statement of terms and conditions shall be attached to the Purchase Card Material Request when forwarded to Contracting. Also the name, code and telephone number of the purchase cardholder will be annotated on the Purchase Card Material Request. The contracting officer will notify the purchase cardholder when the order is complete and provide a copy. The purchase cardholder will complete the purchase over-the-phone or over-the-counter using his/her purchase card. The cardholder shall document the transaction in OTF. The cardholder shall ensure that signed receipts are obtained and filed in their purchase card file along with the copy of the purchase order. Purchase orders shall be annotated in the payment block with the statement "Payment will be made by the Governmentwide Commercial Purchase Card (GCPC). The cardholder's name, code and telephone number will be made a part of the purchase order.

h. Processing a DD Form 1556, Request, Authorization, Agreement, Certification of Training and Reimbursement. The GCPC is the authorized method of payment for all commercial training requests valued at or below \$25,000 using the DD Form 1556. FISC Jacksonville personnel and purchase cardholders shall process the DD Form 1556 following these steps. This form is authorized for costs associated with individual and group attendance at training

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under the following conditions:

- The training is an off-the-shelf event, conference, or instructional service available to the general public, and
- The training is priced the same for everyone (i.e. price per student, course, program, service or training space).

Step 1. The individual requesting training will obtain permission to attend training from their Supervisor.

Step 2. After permission is obtained, the individual requesting training will provide data required in Blocks 1-26 of the DD Form 1556 to the person in their department who is authorized for OTF input. This information will consist of personal information about the individual as well as the course title; name; telephone number and mailing address of the company providing training; location of the training; cost; date and number of hours of the course. This information shall be provided to the originator by e-mail or in writing.

Step 3. Personnel authorized to complete the DD Form 1556 in OTF shall determine if the vendor will accept the GCPC as a method of payment prior to creating the document in OTF.

Step 4. If the vendor will accept the GCPC as the method of payment, the person completing the DD Form 1556 in OTF shall ensure Block 27 states - "Payment will be made by the Purchase Card". OTF will automatically print this statement in Block 27. The person completing the DD Form 1556 shall annotate the name of the cardholder and their telephone number in Block 37.

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Step 5. If the vendor will not accept the GCPC as the method of payment, Block 37 will be annotated with "the vendor does not accept the GCPC as a method of payment".

Step 6. Each department shall ensure the proper line of accounting and funding is documented on each DD Form 1556.

Step 7. If the Human Resources Service Center (HRSC) sponsors the training, the DD Form 1556 is to be forwarded to the regional HRSC. Each department shall have a cardholder within the department annotate in Block 37 cardholder's name, card number, expiration date and telephone number to allow for processing by the HRSC. The purchase card information is covered under the Privacy Act and shall be protected accordingly.

Step 8. Once completed in OTF, the originator will release the DD Form 1556 to the 1st Reviewer (the employee's supervisor) for approval/release. Upon approval the 1st reviewer will release the DD Form 1556 to the Training Officer for review/release. The Training Officer will ensure that Block 27 of the DD Form 1556 reflects that payment will be made by the GCPC or documented that the vendor will not accept the GCPC as the method of payment and release the DD Form 1556 to the Comptroller.

Step 9. The Comptroller will then verify that funds are available for the training and release the DD Form 1556 back to the Training Officer.

Step 10. The Training Officer will provide a copy of the DD Form 1556 to the student. The potential student will then register for the class by contacting the pertinent registrar.

NOTE: If the training will be paid for with the GCPC, the Training Officer will release the DD Form 1556 to the appropriate cardholder's department for action.

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Step 11. After completion of a college course or training course, the student shall provide a copy of the final grade or Certificate of Completion to the Training Officer along with a copy of the DD Form 1556.

Step 12. The cardholder shall complete the transaction over-the-phone providing the vendor with his/her card number. The cardholder shall document the transaction on their Purchase Card Log.

NOTE: A copy of the signed/completed training DD Form 1556 shall be provided to the cardholder for his/her purchase card files to serve as a signed receipt.

Step 13. If the vendor will not accept the GCPC as a method of payment, the Comptroller will process the DD Form 1556 for payment.

Step 14. Training shall be paid for by the GCPC after completion of the training. If the vendor insist on the cardholder providing their GCPC account number prior to the training, the cardholder shall notify the vendor to not charge his/her account until completion of the training.

i. Reconciling Purchase Card Accounts and One Touch Financial (OTF).

- (1) **Purchase Cardholders.** FISC Jacksonville purchase cardholders shall at the end of each billing cycle (the 21st of the month for DON cardholders) reconcile the purchase card statement, and reconcile One Touch Financial (OTF), the transactions appearing on their monthly billing statements by verifying their accuracy against cardholder records. The cardholder shall review all information on the monthly statement, verifying any charges, credits, outstanding disputes or refunds and forward to their AO via OTF within five (5) days of receipt. If the cardholder fails to

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review the monthly statement, including annotating any discrepancies, disputing improper charges, or signing and forwarding it to the AO within the five (5) day period, the AO or APC shall reconcile for the cardholder, presuming that all charges are proper and certify the monthly billing invoice for payment. The cardholder is ultimately responsible for purchase card transactions being proper and for notifying the AO of any information they have knowledge of that impacts on the propriety of certifying the monthly billing invoice for payment. If transactions or credits are not included on the current statement the cardholder must retain the applicable documentation until the transactions or credit appears and can be reconciled. The cardholder must then sign the statement and forward the package to their AO. If the cardholder is unable to review their statement in a timely manner, the AO or APC must review and certify the cardholder's monthly statement. The cardholder upon his return must review the monthly statement and resolve any discrepancies with the AO or APC.

Steps for Reconciliation of purchase cardholder's Monthly Statement of Account:

Step 1. Date stamp cardholder's Monthly Statement of Account when received.

Step 2. Review all information on the Monthly Statement of Account, verifying charges, credits, and outstanding disputes, comparing each transaction on the Monthly Statement of Account with OTF log/purchase card log, disputes forms and receipts from vendor.

Step 3. Sign original Monthly Statement of Account; attach all supporting documentation, OTF printouts, receipts etc. and forward to the AO within five (5) days of receipt.

Step 4. If transactions or credits are not on current Monthly Statement of Account, retain documentation until they appear and can be reconciled.

Step 5. Notify Approving Official (AO) in writing within five (5) days of receipt of any discrepancies.

Step 6. Retain all documentation in purchase card file. Files should be maintained by billing cycle. (This will be used for Semi-Annual Review.) Files should contain the following: monthly billing statement, OTF "Purchase Card Order Log - Details" printout or purchase card log, signed receipts, purchase request, etc.

Step 7. If a cardholder will be on leave or TDY during the time Monthly Statement of Accounts are normally distributed, cardholder shall forward the purchase card log and all supporting documentation to the AO for reconciliation. When the cardholder returns, they must sign the original Monthly Statement of Account and provide a copy to the AO.

Steps for Reconciliation in OTF after receipt of purchase card statement (see OTF Desk Guide for detailed instructions):

Step 1. Select "Receipt & Acceptance" under functions in the "ToolBox Menu", "Purchase Card", "Buyer", and then "Reconcile Statement".

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Step 2. Double click on document to receive and accept.

Step 3. Click on "Final" if entire amount of order is final.

Step 4. Click "Receive All Yes" button.

Step 5. Enter receive date.

Step 6. Click Save.

Step 7. Enter statement amount as indicated on purchase card statement.

Step 8. Select the statement closing date.

Step 9. Click "Save" button then click "Print Statement" button.

Step 10. Click the "Send to AO" check box, save changes, and "OK" to confirm.

Step 11. If cardholder only receives partial shipment or service, or balance does not match purchase card statement, check the OTF Desk Guide and it will detail steps to take.

- (2) **AO.** FISC Jacksonville AOs unless otherwise specified shall be the certifying officer for their cardholders monthly invoice. The AO/certifying officer is responsible for ensuring that all purchases made by the cardholders within their cognizance were appropriate and the charges accurate. The AO must resolve all questionable purchases with the cardholder. In the event an unauthorized purchase is detected, the AO must notify the APC and Comptroller.

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After review, the AO will sign the cardholder's monthly statement of account and maintain the documentation in accordance with agency procedures.

In addition, the AO is also responsible for certifying the monthly billing invoice resulting from the purchase/transactions of the cardholders within their account structure. The AO is responsible for reviewing and certifying the monthly billing invoice within five (5) days of receipt from the bank and forwarding it to the appropriate OPLOC or billing office. As the certifying officer the AO is responsible for timely certification of the monthly billing invoice. The AO is to presume that all transactions on the monthly statement are proper unless notified in writing by the purchase cardholder within five (5) days from the cardholder's receipt of their monthly statement. The presumption does not relieve the AO from reviewing for blatant, improper purchase card transactions and taking the appropriate action prior to certifying the invoice for payment.

Steps for Reconciliation of Account Summary Statement (Monthly Billing Statement):

Step 1. Date stamp Account Summary at time of receipt.

Step 2. The AO will reconcile the Account Summary with the cardholder's SOA, OTF/Purchase Card Log, Disputes forms, if applicable, and receipts, within five (5) days of receipt.

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Step 3. AO ensures all purchases made were appropriate and accurate. Sign original SOA, sending copy to cardholder for their records.

Step 4. Mail to DFAS the "Account Summary", "Certification Statement", and the OTF printout.

Step 5. Retain copies of all documentation, six (6) years and three (3) months. Files should contain the following:
"Account Summary Statement" (monthly billing statement), signed cardholder's monthly statement of account, OTF printout, etc.

Step 6. If an AO/Certifying official will be on leave or TDY during the time the "Account Summary Statements" are normally received from the bank, the AO/Certifying officials shall ensure that another FISC Jacksonville AO/Certifying official or the APC is available to complete the reconciliation and ensure the "Account Summary Statement is mailed to the DFAS payment office.

Steps for Reconciliation in OTF after receipt of Account Summary statement (see OTF Desk Guide for detailed instructions):

Step 1. Select "Receipt & Acceptance" under "Functions" in the "ToolBox Menu", "Purchase Card", and "Approving Official".

Step 2. Cardholder's who have reconciled will appear in the middle of the screen. To review cardholder's information, double-click on the cardholder and a "Receipt & Acceptance" list will be displayed.

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Step 3. Enter the "Statement Amount" (sum of bank invoice's Total Activity amounts for cardholders).

Step 4. If cardholder's Total Activity amount matches Projected Statement Amount, click OK.

Step 5. When the amounts agree, click "Print Statement" button.

Step 6. Click "Approve/Send to Comptroller" check box. Close, click yes to save and OK to confirm changes.

Step 7. Mail the Purchase Card Order Log, signed original CitiBank statement and Certification statement to DFAS.

4. Special Attention Items.

FISC Jacksonville purchase cardholders shall review each requirement prior to buying the item. If an item appears to be questionable, consult your AO and/or APC. Also check the listing of "List of Prohibited and Special Attention Items Related to Purchase Card Buys". This list is provided as Enclosure (9). This list is also provided as an attachment to the NAVSUPINST 4200.94. This instruction can be accessed at the FISC Jacksonville Purchase Card web site under instructions.

5. Unauthorized Uses of the Purchase Card.

a. A FISC Jacksonville purchase cardholder who makes unauthorized purchases or who uses the card in an inappropriate manner may be liable to FISC Jacksonville for the total amount of the unauthorized purchases made in connection with misuse or negligence.

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b. Unauthorized use of the card may also include the use of the card by anyone other than the cardholder identified on the front of the purchase card.

c. FISC Jacksonville will not be liable for any unauthorized use of the purchase card.

d. **Cardholder Liability.** Intentional use of the purchase card for other than official U. S. government business will be considered an attempt to commit fraud against the U. S. government and may result in immediate cancellation of an individual's card and disciplinary action. The cardholder will be personally liable to the U.S. government for the amount of any nongovernment transactions. Under Title 18, United States Code 287, misuse of the purchase card could result in a fine of not more than \$10,000.00 or imprisonment for not more than 5 years, or both.

6. Lost or Stolen Cards.

a. Telephone Notification. If a purchase card is lost or stolen the FISC Jacksonville cardholder must immediately notify Citibank at the following phone number.

Citibank Customer Service - 800-790-7206

b. Written Notification. In addition, on the next working day the cardholder must notify the APC and his/her AO. The notification shall include the following information;

- the card number;
- the cardholder's complete name;
- the date and location of the loss;
- if stolen, date reported to police and the date and time Citibank was notified;
- any purchases made on the card the day the card was stolen;
- any other pertinent information.

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7. Separation of Cardholder.

a. Upon separation from FISC Jacksonville, the cardholder will notify his/her AO of the expected date of leaving. In addition, prior to final signing out from FISC Jacksonville the cardholder will surrender their purchase card to the APC. The APC will notify Citibank to have the account cancelled.

b. If a FISC Jacksonville cardholder is transferred to another department within FISC Jacksonville, the cardholder must notify the APC and the cardholder's account may simply be transferred to the AO/Certifying official at the end of the current billing cycle.

8. Pay and Confirm/Disputes.

a. Deliveries should be completed within a reasonable time frame. Cardholders should try to avoid backordering and lengthy deliveries.

b. If items have been shipped and are not yet received and charged on the cardholder's monthly statement of account and are annotated on the approving/certifying officials monthly billing statement, the charge shall be processed and submitted for payment. Subsequent verification of receipt and acceptance shall be required by the requiring activity.

c. If the item is not received by the next receipt of the cardholder's monthly statement of account, then the cardholder shall attempt to resolve issues directly with the vendor.

d. All disputes unresolved at the supplier - cardholder level must be submitted to the bank within 60 days of receipt of the invoice on which the charge(s) first appeared. After 60 days, the right to dispute a charge may be relinquished. If the supplier has not responded within 45 days, the dispute is automatically resolved in favor of

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the cardholder. The cardholder shall follow these steps to initiate a dispute to the bank.

Step 1. Prior to submitting a formal dispute form to the bank, the cardholder must initiate communications with Citibank via telephone at 1-800-790-7206 or for overseas collect at 1-904-954-7850.

Step 2. The cardholder must follow up in writing by completing the "Government Cardholder Dispute Form". A copy of this form can be accessed in the FISC Jacksonville Purchase Card web site. A sample of this form is provided as Enclosure (10).

Step 3. The cardholder will fax or mail the completed dispute form to the bank. The fax number is (904) 954-8710. The mailing address is - Government Card Services, P. O. Box 45134, Jacksonville, Florida 32232-5134.

Step 4. The cardholder shall place a copy of the dispute form in their purchase card file.

e. Defective merchandise that has been received should be processed for payment, subject to the cardholder first contacting the merchant to arrange for replacement, exchange and return of the defective item for credit. If the merchant does not agree to take appropriate action, the charge should be disputed formally by completing the dispute form and sending to the bank. Dispute procedures should also be followed if the replacement, exchange, or credit has not been received within 60 days of the billing.

f. Other examples of disputed items:

- duplicate billing
- unauthorized charges
- non-receipt of merchandise
- returned merchandise
- cancelled merchandise or services
- invoice amount differences
- transaction was paid for by other means

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g. When processing monthly cardholder statements and the AO/certifying official's billing statements under the Pay and Confirm procedures described above, cardholders and AO/certifying officials are certifying that items contained on the monthly statement of account and billing statement are either (1) valid charges (i.e., authorized items purchased with correct dollar values) for which payment should be made or (2) items that are being disputed, because of conditions listed in paragraph f. above.

h. A transaction must be disputed within 60 days of the date it appears on the monthly statement of account and billing statement.

9. Semi-annual Reviews of the Local Program.

a. To ensure that internal controls and local operating procedures are followed by the FISC Jacksonville cardholders and AO/Certifying officials, a semi-annual review of all purchase card transactions shall be conducted. Results of the review will be provided to the cardholders and AO/Certifying officials. Findings will be reviewed with the cardholder and AO/Certifying official. The reviews will be utilized to initiate appropriate action to improve the local program and correct specific problem areas. At a minimum, the review shall ensure:

- Compliance with internal operating procedures
- Ensure cardholders and approving officials has satisfied the NAVSUPINST 4200.94 formal training requirements
- Cardholders are properly delegated authority in writing and the letter of delegation set forth single purchase limits, billing cycle purchase limits, transaction methods, and merchant codes authorized.
- Ensure cardholders are not exceeding purchase limits established in their letter of delegation.

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- Purchase cards are being used in accordance with NAVSUPINST 4200.94 and appropriate action is being taken when mis-use of the card is identified.
- The cardholder is screening for mandatory sources. When mandatory sources are not used, files are properly documented.
- Special approvals, such as Information Technology (IT) approvals, are being obtained as identified in NAVSUPINST 4200.94.
- Procedures are in place to ensure adequate and proper funding is provided for each purchase.
- Cardholders are following the proper procedures for solicitation and award.
- There is no evidence of splitting requirements to circumvent dollar thresholds.
- Documentation in purchase card transaction files includes a charge slip or cash register slip; a signed and dated receipt; FPI/UNICOR waivers, if any; an OTF copy of the "Purchase Card Order Log - Details" by billing cycle; monthly cardholder's statements; signed by the cardholder and approving official; copies of disputes forms, if any; an OTF copy of the "Purchase Card Material Request Form" to verify screening of mandatory sources.
- Cardholder is rotating the business.
- Cardholder and approving officials' statements are reconciled in a timely manner.
- Approving official is reviewing monthly statements of all cardholders and verifying that purchases are necessary and in accordance with regulations, instructions and procedures.
- The APC reviews disputed transaction status reports and ensure timely and appropriate procedures are followed.
- The APC reviews invoice status reports and address delinquent invoices, ensuring outstanding issues are taken care of.
- Verify that only minimum needs are being acquired.

- Proper procedures in accordance with internal operating procedures for use of the purchase card as the method of payment.
- Pay and confirm procedures are followed to assure prompt payment.

Account Number	Statement Date	Total Amount Due
	07/21/1999	\$0. 0



(Cardholder's Name

N13259

FLT CONT CTR

BLDG 191

MAYPORT FL 32228-0107

C

For a telephone or address change contact your Agency Program Administrator

CITIBANK GOVERNMENT CARD SERVICESStatement Date
07/21/1999

Credit Line	Previous Balance	Credits	New Charges	Total Activity
\$999,900	\$0.00	\$0.00	\$2,559.80	\$2,559.80

FOR CUSTOMER SERVICE CALL 1-800-790-7206 OR WRITE P.O. BOX 45134, JACKSONVILLE, FL 32232-5134
OUTSIDE THE U.S. AND CANADA CALL COLLECT 904-954-7850

Agency Name:		Agency/Org Id:	
Accounting Code:		Tax Exempt #: 26 08 109615 51	
Billing Office Id:		Monthly Purchase Limit: \$0.00	
Discretionary Code: PIERSIDE			
Single Purchase Limit: \$0.00			
Account Number		Available Credit Line	Cash Advance Limit*
		\$999,900	\$0
		Available Cash Line**	
		\$0	
Sale Date	Post Date	MCC Code	Ref Number
			Type of Activity
			Purchase/Cash Amount
			Tax/Fee
			Total Amount
06/24	06/25	7394	5286084621022
			SHEFFIELD EQUIP CO INC
			SAINT AUGUST FL
			2,432.00
07/01	07/02	5999	2286270232134
			HOLOX #40
			JACKSONVILLE FL
			127.80
			127.80

Please access the ASN (FM&C) Memo and Certification Statement @ www.navy.mil/business/purchase-card/index.html

CITIBANK GOVERNMENT CARD SERVICES*Cash Advance Limit is a portion of your Total Credit Line
** Available Cash Line is a portion of your Available Credit LineMary
CARDHOLDER SIGNATUREAlbin Wright
SUPERVISOR SIGNATURE

Account Number	Payment Date	New Balance	Total Amount Due	Enter Amount Paid
	01/15/2001	\$340.01cr	\$0.00	



FISC JACKSONVILLE

M09628

(Approving Official's Name)

CITIBANK
GOVERNMENT CARD SERVICES
P.O. BOX 6575
THE LAKES, NV 88901-6575

PO BOX 97
JACKSONVILLE FL 32212-0097

Payment coupon: Please tear along perforation and return this portion with your payment. Make check or money order payable in U.S. dollars on a U.S. bank to Citibank. Include account number on check or money order. No cash please. Do not staple or tape your check to this coupon.

CITIBANK GOVERNMENT CARD SERVICES

STATEMENT MESSAGES

Your credit balance reflected on this statement will be forwarded to you upon receipt of request and current address.

ACCOUNT SUMMARY

CORPORATE ACCOUNT NUMBER

ACCOUNTING CODE:

AGENCY NAME: FISC JACKSONVILLE

BILLING OFFICE ID

DISCRETIONARY CODE:

AGENCY/ORG ID:

TAX EXEMPT #

CLOSING DATE			12-21-2000	PREVIOUS BALANCE	.00
PAYMENT DUE DATE			01-15-2001	PURCHASES AND OTHER CHARGES	.00
CREDIT LIMIT			9,999,000	CASH ADVANCES	.00
AVAILABLE CREDIT			9,999,000	CREDITS	340.01
				PAYMENTS	.00
Days in Billing period: 30				LATE PAYMENT CHARGES	.00
	Purchases	Cash Advances		CASH ADVANCE FEE	.00
Balance Subject to Finance Charge	0.00	0.00		FINANCE CHARGES	.00
Periodic Rate	.0000%	.0000%		NEW BALANCE	340.01 CR
ANNUAL PERCENTAGE RATE	.00%	.00%		TOTAL PAYMENT DUE	.00
				DISPUTED AMOUNT	.00

For Customer Service call 1-800-790-7206 or Write P.O. Box 45134, Jacksonville, FL 32232-5134
Outside the US and Canada call collect: 904-954-7850.

Send payments to: Citibank Government Card Services, P.O. Box 6575, The Lakes, NV 88901-6575

ACCT. NUMBER:		AGENCY NAME: FISC JACKSONVILLE	
CREDIT LIMIT	9,999,000.00	CASH ADVANCE BALANCE	.00
CURRENT BALANCE	340.01- CR	MINIMUM PAYMENT DUE	.00
AVAILABLE CREDIT	9,999,000.00	PAYMENT DUE DATE	01-15-01

ACCOUNT ACTIVITY

Cardholder's Name	AGENCY/ORG ID	CREDITS \$340.01	PURCHASES \$0.00	CASH ADV \$0.00	TOTAL ACTIVITY \$340.01CR
Acct #					
BILLING OFFICE ID:	DISCRETIONARY CODE:		TAX EXEMPT #	26 08 109615 51	
SINGLE PURCHASE LIMIT: \$100,000.00			MONTHLY PURCHASE LIMIT:	\$0.00	
ACCOUNTING CODE:					

Post Date	Trans Date	MCC CODE	Reference Number	Transaction Description	Amount
12-07	12-08	5964	1000876306853	COM*COMARK GVT ED SALE 800-955-1488 IL	340.01 CR



DEPARTMENT OF THE NAVY

FLEET AND INDUSTRIAL SUPPLY CENTER
JACKSONVILLE, FLORIDA 32212-0097

IN REPLY REFER TO:

4200.6B
Code/Serial
Date

From: Chief of Contracting, Fleet and Industrial Supply Center, Jacksonville
To: (Insert Agency Program Coordinator's Name), Fleet and Industrial Supply Center,
Jacksonville

Subj: DESIGNATION AS AGENCY PROGRAM COORDINATOR (APC) FOR THE
GOVERNMENTWIDE COMMERCIAL PURCHASE CARD SERVICES
PROGRAM

Ref: (a) NAVSUPINST 4200.94
(b) General Services Administration (GSA) Contract GS 23F 98006

Pursuant to reference, you are hereby appointed as the Fleet and Industrial Supply Center, Jacksonville's (FISCJAX) Agency Program Coordinator for subject program. You will be responsible for the management, administration and day-to-day operations of the program at FISCJAX, will ensure that all users are in compliance with reference (a) and (b), this instruction, and other applicable regulations. In addition, you will be the primary liaison between this activity, CitiBank, and GSA.

Chief of Contracting
(Signature Block)

I have reviewed, understand and acknowledge the responsibilities in connection with my appointment to this position.

(Insert Employee's Name)

Day Month Year



DEPARTMENT OF THE NAVY
FLEET AND INDUSTRIAL SUPPLY CENTER
JACKSONVILLE, FLORIDA 32212-0097

IN REPLY REFER TO:

4200.6B
Code/Serial
Date

From: Chief of Contracting, Fleet and Industrial Supply Center, Jacksonville
To: (Insert Approving Official's Name), Fleet and Industrial Supply Center, Jacksonville

Subj: APPOINTMENT OF PURCHASE CARD APPROVING OFFICIAL

Ref: (a) FISCJAXINST 4200.6A
(b) NAVSUPINST 4200.94
(c) NAVSUPINST 4200.81B

1. You are hereby appointed as the Approving Official (AO) for the Governmentwide Commercial Purchase Card (GCPC) Services Program in the Contracting Department for the Fleet and Industrial Supply Center, Jacksonville. This method of procurement and payment is made possible by means of a General Services Administration Federal Supply Schedule with Citibank.

2. As AO you are responsible for all cardholder(s) listed below in accordance with the requirements of references (a), (b) and (c):

- a.
- b.

3. You will serve as the Certifying Officer for the cardholder(s) listed in paragraph 2 above.

4. You are responsible for performing reconciliation and certification of bank invoices at the cardholder and AO level. This includes the following:

- a. Reconcile monthly Cardholder's Statement of Account, transaction logs and associated charge slips/receipts.
- b. Maintain copies of billing statements, Cardholder's Statement of Accounts for a period of three (3) years, and financial records for six (6) years, three (3) months.
- c. Receive billing statements from the bank, date stamp and certify for payment within five (5) working days. The Citibank billing statement does not include a certification statement and does not provide a certifying official signature block. As AO you will certify the billing statement for payment using the Purchase Card Certification Statement form, which can be found at www.jax.fisc.navy.mil/purcard/home.htm. The billing statement must be signed by a valid AO. The certified billing statement with line of accounting shall be forwarded directly to DFAS Columbus for payment.

5. Your monthly purchase limit is (insert dollar amount) per card for supplies and services, and \$25,000 for training on a DD 1556.

Chief of Contracting
(Signature Block)

USER ACKNOWLEDGEMENT

I HAVE REVIEWED, UNDERSTAND AND CONCUR WITH MY RESPONSIBILITIES IN CONNECTION WITH THE U.S. GOVERNMENT PURCHASE CARD.

(Approving Official's Signature)

(Date)

(Sign and return copy to APC)



DEPARTMENT OF THE NAVY
FLEET AND INDUSTRIAL SUPPLY CENTER
JACKSONVILLE, FLORIDA 32212-0097

IN REPLY REFER TO:

4200.6B
Code/Serial
Date

From: Chief of Contracting, Fleet and Industrial Supply Center, Jacksonville
To: (Insert Cardholder's Name), Fleet and Industrial Supply Center, Jacksonville

Subj: DELEGATION OF AUTHORITY AS CARDHOLDER FOR THE
GOVERNMENTWIDE COMMERCIAL PURCHASE CARD (GCPC) SERVICES
PROGRAM

Ref: (a) FISCJAXINST 4200.6B
(b) NAVSUPINST 4200.94
(c) NAVSUPINST 4200.81B

1. Pursuant to references (a), (b), and (c), you are hereby delegated authority to purchase supplies, services, maintenance, and construction and to pay for such purchases using the GCPC provided that (1) funds are available; (2) that the amount of any single purchase does not exceed \$2,500 for supplies and services; (3) that the amount of any single purchase does not exceed \$2,000 for construction; (4) that the use of the purchase card as a method of payment for training on a DD 1556 does not exceed \$25,000 and; (5) that your total purchases do not exceed \$_____ during the 30-day billing cycle. Your purchase card transactions may be accomplished either placing an order by telephone; over-the-counter; or via the Internet. Cardholder should ensure appropriate account safeguarding measures are taken when using the Internet: identification, authentication and encryption of data. To ensure a two-way separation of functions, you may make the buy but receipt certification of the purchased item(s) must be by the end user or other designated receiver. In addition, you are authorized to utilize the GCPC for the following merchant activity types:

- B - Vehicle Rental, Dealers, Service Gasoline, Parts
- D - Miscellaneous Transportation (R.R., Taxi, Ambulance)
- E - Telephone, Telegraph, Cable Services, Cable Equipment
- H - Food/Dairy Stores, Drug/Liquor Stores

2. Supplies may be purchased consistent with your organizational responsibilities and the established 30-day billing cycle limit. All purchase requests must be reviewed and approved by your Approving Official in advance of your purchasing the supplies or services. The purpose of this approval is to ensure monies are available for obligation and the supplies/services are consistent with department requirements. This delegation does not authorize you to purchase supplies, services, maintenance or construction that have mandatory sources of supply. It also does not authorize you to procure supplies, services, maintenance or construction for which procurement responsibility has been assigned to another element. All purchases must be made in accordance with references (a) through (c) and applicable laws and regulations, including but not

limited to the Federal Acquisition Regulation (FAR) and written procedures provided to you by local operating procedures and desk guide.

3. This delegation does not authorize you to purchase any of the supplies or services listed in references (a) and (b) under "Unauthorized Use of the Card".
4. You are personally liable to the government for the amount of any non-government transactions. Under U.S.C. 287, misuse of the purchase card could result in a fine of not more than \$10,000 or imprisonment for not more than five (5) years, or both.
5. The Approving Official responsible for review and approval of all purchases made under this delegation of authority is (Insert Approving Official's Name). In the event that your Approving Official is not available to approve a required purchase card transaction, you are required to have the approval of an authorized FISC Jacksonville Approving Official in advance.
6. This delegation is effective upon receipt of this letter and a purchase card with your name embossed on it. This delegation is valid until otherwise formally suspended, modified or cancelled.

Chief of Contracting
(Signature Block)

USER ACKNOWLEDGEMENT

I HAVE REVIEWED, UNDERSTAND AND CONCUR WITH MY RESPONSIBILITIES IN CONNECTION WITH THE USE OF MY U. S. GOVERNMENT PURCHASE CARD.

(Approving Official's Signature)

(Date)

(Sign and return copy to APC)

1. THIS REQUEST MUST BE ACCEPTED ON A DIRECT CITATION BASIS ONLY AND IS SUBJECT TO THE CONDITIONS LISTED ON THE REVERSE SIDE.							2. DOCUMENT NUMBER N688369274AC51			
3. REFERENCE NUMBER	4. FUNDS EXPIRE ON	5. DMS RATING	6. PRIORITY	7. DATE REQUIRED	8. AMENDMENT NO. 00001					
9. FROM: COMMANDING OFFICER FLEET AND INDUSTRIAL SUPPLY CENTER P.O. BOX 97 CODE NAVAL AIR STATION JACKSONVILLE FL 32212-0097				10. FOR DETAILS CONTACT: Buyer: PHONE: FAX: Requestor: PHONE: FAX:						
11. SHIP TO: UIC COMMANDING OFFICER FLEET AND INDUSTRIAL SUPPLY CENTER P.O. BOX 97 NAVAL AIR STATION JACKSONVILLE FL 32212-0097				12. MAIL INVOICES TO: COMMANDING OFFICER FLEET AND INDUSTRIAL SUPPLY CENTER P.O. BOX 97 NAVAL AIR STATION JACKSONVILLE FL 32212-0097						
13. ACCOUNTING DATA TO BE CITED ON RESULTING ORDERS										
A. ACRN	B. APPROP- RIATION	C. SUB- HEAD	D. OBJ. CLASS	E. BU. CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT
AA	97X4930	NS1S	01020	12170	ACS	2674		033181	N688369274AC51	\$824.00
14. AMOUNTS WILL NOT BE EXCEEDED IN THE OBLIGATION DOCUMENT WITHOUT PRIOR WRITTEN APPROVAL FROM THE ISSUER.							L. TOTAL THIS DOCUMENT			\$824.00
15. PROCUREMENT BY PURCHASE CARD OF THE FOLLOWING ITEM(S) IS REQUESTED										
A. ACRN	B. ITEM NO	C. FSC	D. DESCRIPTION (NAT. STOCK NO., SPEC. AND/OR DRAWING NO., ETC.)				E. QUANTITY	F. UNIT	G. ESTIMATED UNIT PRICE	H. ESTIMATED AMOUNT
AA	0001		HARD DRIVE				4	EA	\$150.00	\$600.00
AA	0002		SOFT WARE				4	EA	\$56.00	\$224.00
DESCRIPTION: Yes, screened for NIB/NISH and FPI SOURCE: COMPUSA <div style="text-align: right;">Name: HILDA FLAGG</div>										
I. GRAND TOTAL:									\$824.00	
16. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.										
17. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant)										
18. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR ITEMS REQUESTED.			AUTHORIZING OFFICIAL (NAME, TITLE AND SIGNATURE) VOID VOID VOID						DATE	

User:

FLEET AND INDUSTRIAL SUPPLY CENTER

JACKSONVILLE, FL

Purchase Card Order Log - Details

Query Criteria: Buyer Name = Statement Date = 1/21/01

2/7/01 09:49:0

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Line Num	Order Date	Item Description	D/P U/I	Unit Price	Qty	Line Amount	Vendor Name	Received & Accepted Date Qty Amount Billed Amt	Disputed Date Qty Amount	Remarks QTY Y N
Doc Num: DS1KFDSTG00001 00000 Cost Center: MS Org Code: DS Cost Code: 91180 Obj Class: 2574 Buyer: Approving Off.: ANN EVERS										
1	10/31/00	SMITH GAYLE - MANAGEMENT SKILL	D EA	\$149.00	1	\$149.00	CAREERTRACK	1 \$149.00 \$149.00		Y Y Y
Doc Num: N688360275DB01 00009 Cost Center: MS Org Code: DB Cost Code: 91104 Buyer: Approving Off.: ANN EVERS										
1	01/10/01	NICAD BATTERY	D EA	\$9.98	2	\$19.98	RADIO SHACK	2 \$19.98 \$19.98		Y Y Y
Doc Num: N688360275DB02 00002 Cost Center: MS Org Code: DB Cost Code: 91104 Buyer: Approving Off.: ANN EVERS										
1	12/18/00	TONER CARTRIDGE HIGH CAPACITY 20-122	D EA	\$119.00	12	\$1,428.00	NEC	0 \$0.00 \$906.00		Y Y Y
Doc Num: N688360275DB03 00003 Cost Center: MS Org Code: DB Cost Code: 91104 Buyer: Approving Off.: ANN EVERS										
1	01/10/01	WALL PHOTO- 24X30, BLACK ALUMINUM FRAMED"TEAMWORK"	D EA	\$129.99	1	\$129.99	SUCCESSORIES	1 \$129.99 \$129.99		Y Y Y
2	01/10/01	WALL PHOTO 22X28 BLACK ALUMINUM FRAMES "THE POWER OF BELIEF"	D EA	\$99.99	1	\$99.99	SUCCESSORIES	1 \$99.99 \$99.99		Y Y Y
3	01/10/01	SHIPPING	D EA	\$10.00	1	\$10.00	SUCCESSORIES	1 \$23.50 \$23.50		Y Y Y
Doc Num: N688360275DB04 00000 Cost Center: MS Org Code: DB Cost Code: 91104 Buyer: Approving Off.: ANN EVERS										
1	10/11/00	ARTICULATING KEYBOARD	D EA	\$137.00	2	\$274.00	UNICOR	2 \$250.00 \$250.00		Y Y Y
Doc Num: N688360275EC04 00001 Cost Center: MS Org Code: EDWC Cost Code: 91101 Buyer: Approving Off.: ANN EVERS										
1	01/22/01	16 BIT SOUNDBOARD, W/SPEAKERS&HEADPHON WINDOWS 98 COMPATABLE	D EA	\$150.00	1	\$150.00	BEST BUY	0 \$0.00 \$0.00		Y Y Y
Doc Num: N688360275NG07 00008 Cost Center: MS Org Code: NG Cost Code: 88201 Buyer: Approving Off.: ANN EVERS										
1	01/03/01	PAGER SERVICE JAN 01 (L. DARBY & HEARING IMPAIRED)	D EA	\$81.52	1	\$81.52	VERIZON WIRELESS MESSAGING SERVICE	1 \$81.52 \$81.52		Y Y Y
2	01/03/01	REPLACEMENT FOR DEFECTIVE PAGER	D EA	\$9.95	1	\$9.95	VERIZON WIRELESS MESSAGING SERVICE	1 \$9.95 \$9.95		Y Y Y
Doc Num: N688369274AX50 00008 Cost Center: MS Org Code: XS Cost Code: 91101 Buyer: Approving Off.: ANN EVERS										
1	08/28/00	SOFA, LOOKOUT MUSHROOM, TRADITIONAL WALNUT	D EA	\$1,820.40	1	\$1,820.40	DOURON INC	1 \$773.20 \$773.20		Y Y Y
2	08/28/00	SHIPPING	D EA	\$75.00	1	\$75.00	DOURON INC	1 \$598.60 \$598.60		Y Y Y
Doc Num: N688369274DB01 00061 Cost Center: MS Org Code: DB Cost Code: 91104 Buyer: Approving Off.: ANN EVERS										
1	08/25/00	SINGLE PEDESTAL DESK WITH LEFT HAND RETURN	D EA	\$1,232.00	1	\$1,232.00	UNICOR	0 \$0.00 (\$1,232.00)		Y Y Y

Enclosure (7)

Query Criteria: Buyer Name = PAT TERRANELLA Statement Date = 1/21/01

Line Num	Order Date	Item Description	D/P U/I	Unit Price	Qty	Line Amount	Vendor Name	Date	Received & Accepted Qty Amount	Billed Amt	Disputed Qty Amount	Remarks
Doc Num: N688369274DB01 00061 Cost Center: MS Org Code: DB Cost Code: 91104 Obj Class: 2671 Buyer: Approving Off.: ANN EVERS												
2	09/25/00	TWO DRAWER LATERAL FILE	D EA	\$540.00	1	\$540.00	UNICOR		0	\$0.00	(\$513.00)	Y Y Y
3	09/25/00	INSIDE DELIVERY	D EA	\$100.00	1	\$100.00	UNICOR		0	\$0.00	\$0.00	Y Y Y
Doc Num: NG0KFCARCP003 00000 Cost Center: MS Org Code: NG Cost Code: 91101 Obj Class: 2516 Buyer: Approving Off.: ANN EVERS												
1	12/13/99	INTERPRETER SERVICE	D EA	\$2,500.00	1	\$2,500.00	ASL ASSOCIATES		0	\$0.00	\$0.00	Y Y Y
2	12/13/99	ADDED ON 3/6/00 BY BUYER -PTERRANE - INTERPRETER SERVICE	EA	\$50.00	1	\$50.00	ASL ASSOCIATES		9	\$450.00	\$450.00	Y Y Y
3	12/13/99	ADDED ON 1/9/01 BY BUYER -PTERRANE - LATE FEE	EA	\$10.00	1	\$10.00	ASL ASSOCIATES		0	\$0.00	\$0.00	Y Y Y
Totals for PAT TERRANELLA :							\$8,679.83		\$2,585.73	\$1,746.73	(\$839.00)	
							\$8,679.83		\$2,585.73	\$1,746.73	(\$839.00)	

Purchase Card Order Log - DBMS LOA Summary

Document Number	ACRN	APPN	Subhead	Activity Serial Num	PAA	Cost Code	Org Code	Object Class	Job Order Num	LOA Amount	Billed Amount
BM1KFBMPG00003	AA	97X4930	NS1S	01020	033181	12101	BMC	2410		\$5,000.00	\$1,927.13
DS1KFDSTG00001	AA	97X4930	NS1S	01020	033181	91180	DS	2574		\$149.00	\$149.00
ED1KFEETG00001	AA	97X4930	NS1S	01020	033181	91180	ED	2574		\$159.00	\$159.00
N688360275AX06	AA	97X4930	NS1S	01020	033181	91101	XS	2557		\$549.87	\$46.74
N688360275DB01	AA	97X4930	NS1S	01020	033181	91104	DB	2671		\$19.98	\$19.98
N688360275DB02	AA	97X4930	NS1S	01020	033181	91104	DB	2674		\$1,428.00	\$906.00
N688360275DB03	AA	97X4930	NS1S	01020	033181	91104	DB	3142		\$239.98	\$253.48
N688360275DB04	AA	97X4930	NS1S	01020	033181	91104	DB	3144		\$274.00	\$250.00
N688360275DB06	AA	97X4930	NS1S	01020	033181	91104	DB	2557		\$285.00	\$285.00
N688360275EC04	AA	97X4930	NS1S	01020	033181	91101	EDWC	3144		\$150.00	\$0.00
N688360275EE01	AA	97X4930	NS1S	01020	033181	91170	ED	2671		\$1,121.00	\$1,121.00
N688360275EE06	AA	97X4930	NS1S	01020	033181	91170	ED	2557		\$549.87	\$46.74
N688360275NG07	AA	97X4930	NS1S	01020	033181	88201	NG	2324		\$91.47	\$91.47
N688369274AX50	AA	97X4930	NS1S	01020	033181	91101	XS	2671		\$1,895.40	\$1,371.80
N688369274DB01	AA	97X4930	NS1S	01020	033181	91104	DB	2671		\$1,872.00	(\$1,745.00)
NA1KFDPPG00004	AA	97X4930	NS1S	01020	033181	51101	NA	2410		\$26,000.00	\$8,061.34
NG0KFCARCP003	AA	97X4930	NS1S	01020	033181	91101	NG	2516		\$2,560.00	\$450.00
NG1KFNGPG00001	AA	97X4930	NS1S	01020	033181	18201	NG	2410		\$33,000.00	\$1,779.80
										\$75,344.57	\$15,173.48

LIST OF ITEMS REQUIRING SPECIAL ATTENTION AND APPROVAL

Advance Payments
Advertising
Airlift Assets
Asbestos and Asbestos-Containing Materials
Black Oxide coated Brass Threaded Fasteners
Calling Cards, Business Cards and Employee Identification,
Christmas Decorations, and Other Seasonal Decorations
Coffee Pots, Coffee, Refreshments
Commercial Vehicles, Purchase Of
Commercial or GSA Vehicles, Rental/Lease of (Without Drivers)
Commercial Vehicles with Drivers for the Purpose of Transporting
Supplies or Personnel, Rental of Construction and other
NAVFAC Services/Supplies
Exchange of Personal Property
Federal Information Processing (FIP) Resources
Fireworks Display
Hazardous Material and Hazardous Waste Disposal Contracting
Incentive Music and Equipment
Investment Items
Lodging and Meals
Luggage
Medical and Dental Care at Civilian Non-Federal Sources
Membership Dues
Navy Exchange Purchases
Ozone Depleting Substances (Class I)
Personal Services
Pesticides
Plaques, Ashtrays, Christmas Cards, Paperweights, and Other
Mementos as Give-Away Items Plastics aboard Ship
Post Office Box Rental
Printing and Duplication
Purchase from government Employees or Business Owned or
Controlled by Government Employees
Reprographic Equipment
Sensitive Compartmented Information in Contracts
Service Contracts Crossing Fiscal Years
Shipboard Habitability Equipment, Including Furniture,
Laundry/Dry Cleaning and Food Service Equipment
Telephone Equipment and Services
Training
Transportation, Purchase of
Uniform Items
Visual Information (VI) Equipment and Material
Visual Information/Audiovisual (AV) Production Including
Interactive Video (IVD) Acquisition
Visual Information/Acquisition of Commercial Off-the-Shelf
Visual Information (VI) Productions
Withdrawal of Tax-Free Ethyl and Specially Denatured Alcohol

GOVERNMENT CARDHOLDER DISPUTE FORM

INQUIRER'S NAME: _____ DATE: _____

CARDHOLDER'S NAME: _____

ACCOUNT NUMBER: - - - - -

CARDHOLDER: PLEASE PROVIDE A COPY OF ANY INFORMATION / FORMS REQUESTED BELOW ALONG WITH THE STATEMENT THE DISPUTED CHARGE APPEARS ON.

PLEASE FAX TO: (904) 954-8710 or MAIL TO:

GOVERNMENT CARD SERVICES

P.O. Box 45134

Jacksonville, FL 32232-5134

This form must be filled out completely and forwarded to Citibank and the appropriate Agency officials (as determined by your internal procedures) within 60 calendar days of receipt of your invoice.

AGENCY/ORGANIZATION PROGRAM COORDINATOR -THIS IS TO NOTIFY YOU OF AN ERROR ON MY BILLING STATEMENT:

DATE: _____ DOLLAR AMOUNT OF CHARGE: \$ _____

MERCHANT: _____

CARDHOLDER SIGNATURE: _____

Please read carefully each of the following descriptions and check the one most appropriate to your particular dispute. If you have any questions, please contact us at (800) 790-7206 (overseas call collect (904) 954-7850). We will be more than happy to advise you in this matter.

- **UNAUTHORIZED MAIL OR TELEPHONE ORDER**

☐ I have not authorized this charge to my account. I have not ordered merchandise by phone or mail, or received any goods or services.

- **DUPLICATE PROCESSING-THE DATE OF THE FIRST TRANSACTION WAS _____.**

☐ The transaction listed above represents a multiple billing to my account. I only authorized one charge from this merchant for this amount. My card was in my possession at all times.

- **MERCHANDISE OR SERVICE NOT RECEIVED IN THE AMOUNT OF \$ _____.**

(Please provide a separate statement detailing the merchant contact, and the expected date to receive merchandise.)

☐ My account has been charged for the above transaction, but I have not received the merchandise or service. I have contacted the merchant but the matter was not resolved.

☐ My account has been charged for the above listed transaction. I have contacted this merchant on _____ (date) and canceled the order. I will refuse delivery should the merchandise still be received.

- **MERCHANDISE RETURNED IN THE AMOUNT OF \$ _____.**

☐ My account has been charged for the above listed transaction, but the merchandise has since been returned.

****Enclosed is a copy of my postal or UPS receipt ****

- **CREDIT NOT RECEIVED**

☐ I have received a credit voucher for the above listed charge, but it has not yet appeared on my account. A copy of the credit voucher is enclosed.

- **DIFFERENCE IN AMOUNT**

☐ The amount of this charge has been altered since the time of purchase. Enclosed is a copy of my sales draft showing the amount for which I signed. The difference of amount is \$ _____.

- **COPY REQUEST**

☐ I recognize this charge, but need a copy of the sales draft for my records.

- **SERVICES NOT RECEIVED-** Please enclose a separate statement with the date of the merchant contact and response.

☐ I have been billed for this transaction; however, the merchant was unable to provide the services.

☐ Paid for by another means. My card number was used to secure this purchase; however, the final payment was made by check, cash, or another credit card. (Enclosed is my receipt, canceled check (front and back), copy of credit card statement, or applicable documentation demonstrating that payment was made by other means.)

- **NOT AS DESCRIBED**

☐ The item(s) specified do not conform to what was agreed upon with the merchant. (The cardholder must specify what goods, services, or things of value were received. The cardholder must have attempted to return the merchandise and state so in his/her complaint.)

- **IF NONE OF THE ABOVE REASONS APPLY:**

Provide a complete description of the problem, attempted resolution and outstanding issues. Use a separate sheet of paper and sign and date your description statement.